

SR HR ANALYST

DISTINGUISHING FEATURES

The fundamental reason the Sr. HR Analyst exists is to provide senior level professional human resources expertise to assigned departments or on a citywide basis. Work consists of long range and strategic planning and project work for citywide human resources functions, and related services to clients. The work includes substantial analysis, and human resources process work and improvements to ensure that effective human resources processes are in place and consistent controls are provided. Depending on assignment may be responsible for providing professional direction and staff work to assigned departments in the areas of total compensation, recruitment and selection, employee relations, organizational development, and training and development; or may provide strategy and process consultation for enterprise wide Human Resources issues and opportunities and manage projects on new programs or improvements to existing ones. This classification is not supervisory. Work is performed under general supervision of the HR Manager. . The Sr. HR Analyst is distinguished from the HR Analyst by the greater complexity, technicality, and responsibility of the work assigned.

ESSENTIAL FUNCTIONS

City Wide Focus

Develops a strong knowledge of geographical clients and increases awareness of citywide and department changes to anticipate human resources support as needed and provide strategic guidance.

Performs extensive research, provides analysis of data and information to make recommendations to management regarding city wide human resources related issues or projects.

Provides strategy and process consultation for enterprise-wide HR issues and opportunities; manages and staffs projects on new programs or improvements to existing ones; researches new programs, practices, techniques and trends in the field of human resources management.

Leads in the coordination and participates in the writing of Human Resources related policies, procedures, and practices, including policy development, operations manuals and tools, Administrative Regulations, HR Policies and other ordinance related re-writes.

Increases the use of HR technology by researching and acting as liaison with internal and external staff to develop, integrate and lead implementation efforts.

Acts as strategic and development project owner for total compensation. Plays a key role in the development and implementation of City's compensation plan. Conducts organizational and comprehensive compensation and classification studies.

Participates in strategic city-wide staffing and planning; develops strategic recruitment and selection techniques, including large scale assessments, testing strategies, and search options.

Develops department related programs, policies and practices based on assignment.

Assists departments as needed on an assignment basis in the areas of recruitment and selection, total compensation, and employee relations.

Case manages complex employee relations issues and conducts investigations. Reviews and responds to EEO charges. Assists departments with executive recruitment and broader

compensation duties as assigned.

Trains HR team members on new HR policies and processes developed; coaches HR team members on strategic competencies, as needed.

Acts as back up for Sr. HR Analyst (Department Focus) for urgent employee relation's issues. Assists Learning and OD in course development of HR portion of citywide training, as subject matter experts or providers of needed content.

Department Focus

Provides professional human resources advice and strategic direction to assigned departments in areas of employee relations, payroll, total compensation, training, OD, and recruitment and selection.

Develops client relationships and strategic partnerships; participates in strategic human resource planning and development for assigned departments.

Provides analysis of data and information to make recommendations to management regarding human resources related problems or projects.

Conducts short-term and/or small scope project work depending on workload volume and department assignment.

Case manages employee relation's issues and conducts investigations. Monitors, recommends, and reviews disciplinary and termination actions. Researches and responds to EEO charges.

Conducts discrimination, sexual harassment and other employment related investigations; responds to employment related claims, open door issues, and grievances. Ensures necessary documentation through partnerships with assigned departments.

Plans, organizes, and conducts recruitments for all levels in the organization; conducts job analyses and develops appropriate job related interviews, oral panels and assessment/testing exercises and instruments in collaboration with clients.

Ensures integrity in processes such as developing criteria matrixes, ensuring fairness and that hiring activities comply with all state and federal laws.

Conducts case management of LTD, worker's compensation, FMLA, and ADA issues in collaboration with benefits.

Designs and develops test instruments, assessment centers and examination processes, analyzes examination results utilizing various statistical and research methods, and reviews examination elements to ensure valid and reliable applicant selection procedures.

Participates in compensation research and administration to ensure internal and external equity. Conducts position classification and wage and salary surveys; performs position audits, organizes, researches and analyzes data and informational sources for classification definitions; and makes recommendations for appropriate allocations of positions.

Participates in development and delivery of citywide performance management systems.

Interprets and explains HR Ordinance, AR's, HR policies and practices to department management and employees.

Conducts training and education for department supervisors on HR related matters and technical and legal updates.

Keeps abreast of payroll laws; communicates issues to payroll; makes suggestions regarding payroll/HRIS improvements

Works in partnership with Learning and OD in the delivery of the HR portion of citywide training.

Performs vacancy review coordination for assigned departments.

Conducts redeployment and career counseling as needed, in collaboration with managers.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Human Resources theories, principles and practices

Principles, techniques and methods used in the recruitment and examination of job applicants

Methods used in the analysis and classification of positions

Development and maintenance of salary plans

Data compilation and analysis techniques

Applicable federal, state and local laws and regulations

Microsoft products, in particular Word, Excel and Powerpoint

Internet and HRIS Technology

Ability to:

Interpret and apply regulations and policies

Develop and make presentations

Facilitate

Negotiate

Ensure detail oriented and quality work products

Analyze information, draw conclusions, and make recommendations

Write clear and concise reports and to develop descriptive materials for management review.

Coordinate training programs for a wide variety of occupations.

Work with highly sensitive, confidential and emotional situations

Be an effective listener

Proficiently operate a variety of standard office equipment, including a personal computer, a variety of computer software and other office equipment that require continuous and repetitive eye and arm or hand movement.

Communicate effectively both orally and in writing.

Establish effective working relationships with business contacts, city staff, and the general public.

Maintain regular consistent attendance and punctuality.

Maintain confidentiality of various human resources issues

Case manage complex employee relations issues.

Education & Experience

Any combination of education and experience equivalent to five years professional level human resources or organizational development experience and a Bachelor's Degree in Human Resources, Business Administration, Organizational Development, Public Administration, or closely related field.

FLSA Status: Exempt

HR Ordinance Status: Unclassified